

CITY OF ATLANTA, GEORGIA CLASSIFICATION SPECIFICATION

Job Title: Human Resources Technician

Date: 1995

Purpose of Job

The purpose of this job is to provide technical and administrative assistance for an assigned division for the City of Atlanta. Duties include, but are not limited to: scheduling and grading exams; preparing reports; compiling data; maintaining files; and processing paperwork.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Administrative Duties:

- Schedules, administers and monitors examination sessions for the city, other agencies and/or states. Administers psychological exams for Public Safety, including off-site examinations to large groups, (i.e., Atlanta Area Tech School and Atlanta Civic Center).
- Scores test papers and maintains a computerized test score file; Ensures the security and confidentiality of test materials.
- Notifies applicants of test results and counsels applicants and resolves conflict in area of expertise.
- Rates various clerical jobs and participates in interviews with these positions.
- Advises applicants of correct procedures for applying for a job with the City.
- Prepares documents (applications, payroll turnaround documents, etc.) for data entry; Completes and verifies data entry (on applications, applicant data, payroll turnaround documents, etc.).
- Prepares and maintains applicant files; Accepts and screens applications for complete information; certifies eligibility for hiring by checking resumes, certificates, etc.
- Certifies information on Turn Around Documents; verifies salaries by reviewing positions and classifications; ensures supporting documentation is attached; and maintains status of documents sent for approval.

- Utilizes computer applications in the creation of various forms and databases; incorporates forms into standardized booklets for testing and job analysis; enters data from completed forms into computer; verifies correctness of data entered; and maintains computerized records accordingly.
- Prepares correspondence for mailing (folds, stuffs envelopes, seals, etc.)
- Verifies and maintains departmental mailing list file and assists in bulletin process.
- Serves as receptionist which includes opening the mail, greeting visitors and providing information, answering and forwarding in-coming calls, and taking messages as needed.
- Serves as technical representative for the department; provides assistance to departmental personnel on computer applications as requested; installs computer software and upgrades as needed.
- Prepares correspondence for Leave of Absence, retired disability, and retired City employees.

Communication:

- Provides assistance to applicants, interns, employees and supervisors with information regarding available positions, employment applications, and City hiring processes.
- Provides individuals with information about city jobs; Strives to develop and maintain good rapport with employees, clients and the general public.
- Provides verbal and written employment verification on present and past City employees.
- Assists payroll personnel and co-workers by providing technical information on procedural guidelines utilized in the processing of turn-around documents.

Planning and Organizing:

- Plans and schedules test and pre-employment physical dates and locations for applicants receiving various assessment examinations.
- Plans and schedules individual work schedule.

Problem Identification and Solution:

- Determines whether an application meets the minimum requirements for acceptance.
- Notifies applicants of test results by phone or mail.

Record Keeping and Documentation:

- Compiles data and generates weekly, monthly, and quarterly statistical reports for purposes of analysis.
- Develops database applications for data retention as needed; evaluates written programs for effectiveness and efficiency; makes needed changes to database design; and updates data on a continual basis.
- Inputs data and maintains files (payroll turnaround documents, application data, test scores, etc.)
- Prints histories on terminated employees, prepares newly hired employees personnel folders, checks zero pay status, files miscellaneous papers, folders, payroll change sheets and payroll registers.
- Calculates salaries on designated personnel as required.
- Maintains departmental files on new employees.
- Files and maintains payroll change sheets and payroll register data.
- Produces various reports from a database or spreadsheet

Marginal Job Functions

- Provides front desk coverage as needed.
- Assists with special projects as assigned.
- Performs other related duties as required.

Knowledge of Job

Has general knowledge of the principles, practices and procedures of the City and the various department operations and functions. Has general knowledge of human resource management/personnel, and practices, policies and procedures as necessary in the completion of daily responsibilities. Has general knowledge of all applicable laws, ordinances, policies, standards and regulations pertaining to the specific duties and responsibilities of the job. Knows how to keep abreast of any changes in policy, methods, and operations as they pertain to departmental and human resource/personnel operations and activities. Is able to effectively communicate and interact with employees, members of the general public and all other groups involved in the activities of the City as they relate to the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED required; with three years of responsible clerical or human resource experience; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of job related machines and/or office equipment. Must be able to move or carry job related objects or materials. Physical demand requirements are at levels of those for sedentary or office environment work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, compositional or identifiable characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability to communicate with people to convey or exchange professional information.

LANGUAGE ABILITY: Requires the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures. May require the ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to communicate with and before others using correct English.

INTELLIGENCE: Requires the ability to learn and understand subject matter principles and techniques; to make independent judgments in absence of supervision within the scope of respective job duties and tasks; to acquire and be able to expound on knowledge of topics related to primary occupation.

NUMERICAL APTITUDE: May require the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret same as may be appropriate.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape.

MOTOR COORDINATION: Requires the ability to utilize job related equipment in the course of accomplishing job duties and tasks associated with respective primary duties.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving the receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.